



APPLICATION - PHASE II REQUIRED DOCUMENTS

<input type="checkbox"/>	7	List of Locales: States, provinces or other jurisdictions in which any member of the applicant's combined reporting group (in the same business unit) has produced a qualified film or scripted TV project intended for release in the U.S. in the preceding calendar year.	<i>Submit as a PDF file.</i>
<input type="checkbox"/>	8	Combined reporting group: Form R7, Schedule A, Part 1.	<i>Submit as a PDF file.</i>
<input type="checkbox"/>	9	Unlawful Harassment Policy: Provide your written policy against unlawful harassment which includes procedures for reporting and investigating harassment claims. Must include how policy will be distributed to employees and include education training resources and remedies available.	<i>Submit as a PDF file.</i>
<input type="checkbox"/>	10	Diversity Initiative: Provide a copy of your initiatives and programs to increase the representation of women and minorities; including a description of what the program is designed to accomplish and information about how the programs are publicized to interested parties.	<i>Submit as a PDF file.</i>
<input type="checkbox"/>	11	Pickup Order: Applicable only to TV Pilots and New or Relocating Series. Must indicate the number of episodes.	<i>Submit as a PDF file.</i>

APPLICATION TIPS

Carefully review [Budget / Tagging Instructions](#), [Qualified Expenditure Chart](#), and [Video Tutorials](#).

TOPIC / ISSUE	INSTRUCTIONS / COMMENTS
BUDGET	
Headers	Must include headers to indicate job position or type of expenditure.
Groups Setup	Default status for non-grouped detail lines - EXCLUDE.
	Status if there is a Group status conflict - EXCLUDE.
	Fringe amounts in Group totals - INCLUDE.
Fringes Setup	Do not include Federal Fringes. Combined Fringes must be detailed on the <i>Fringe Benefits Matrix</i> .
Globals Setup	Do not include any expenditures prior to CAL issuance date.
Budget - Fringes	Must fill out Fringe Benefits Matrix and indicate individual fringe amounts; aggregate fringe totals in budget must match matrix.
Background Performers Casting Fee	Do not include in fringes - insert in budget as % of costs; tag QE. Acceptable rates 10%-12%
Additional Units	Splinter / 2nd Units / Tests: unless detailed, split 80%QW; 20%QE.
Construction	Unless detailed, split 70% QW; 30%QE.
Construction Strike	Unless detailed, split 90% QW; 10% QE.



TOPIC / ISSUE	INSTRUCTIONS / COMMENTS
BUDGET	
Music Scoring	Unless detailed, split 70% QW; 30%QE.
CAL Issuance Date	Do not include any expenditures or salaries (including box/car rentals) prior to CAL issuance date.
3rd Party or Direct Hire	For costs such as security, sound editorial, etc. - must indicate direct hire or will be tagged QE.
Insurance	Indicate E&O costs as NQ.
Contingency	If not included as contractual item in budget, will not be included in budget total.